



**OFFICE OF FINANCIAL MANAGEMENT**

S T A T E   O F   W A S H I N G T O N

# **WASHINGTON STATE CENSUS TABULATION MANUAL**

**FORECASTING DIVISION**

**APRIL 2000**

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## SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: _____  City/Town: _____	Enum. Area/Tract No.: _____ Block No.: _____ Page No.: _____ Enumerator: _____
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				One Entry Only			
1	2	3	4	5	6	7	8
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/ Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was In This Household (Enter Last Name First)
							Line No.
					MH/TR	Spec.	1
					MH/TR	Spec.	2
					MH/TR	Spec.	3
					MH/TR	Spec.	4
					MH/TR	Spec.	5
					MH/TR	Spec.	6
					MH/TR	Spec.	7
					MH/TR	Spec.	8
					MH/TR	Spec.	9
					MH/TR	Spec.	10
					MH/TR	Spec.	11
					MH/TR	Spec.	12
					MH/TR	Spec.	13
					MH/TR	Spec.	14
					MH/TR	Spec.	15
					MH/TR	Spec.	16
					MH/TR	Spec.	17
					MH/TR	Spec.	18
					MH/TR	Spec.	19
					MH/TR	Spec.	20
					MH/TR	Spec.	21
					MH/TR	Spec.	22
					MH/TR	Spec.	22
					MH/TR	Spec.	23
					MH/TR	Spec.	25

By using this form, city/town agrees to keep all data collected confidential

\*Each housing unit in structures having only one house address, but more than one, unit should be separately identified by the letter or number appearing on the mail box and/or

\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, recreational vehicles, etc.). Only counted when occupied by person meeting "resident" criteria. Specify type of housing.

### Page Totals

Total Persons: \_\_\_\_\_

Total Housing Units: \_\_\_\_\_

Vacant Housing Units: \_\_\_\_\_

Occupied Housing Units: \_\_\_\_\_

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## SECTION 1 INTRODUCTION

This manual provides instructions on the final tabulation of population and housing by structure type from the Special Population Census Sheet. (See facing page.)

Three forms are needed to summarize population and housing by structure type from the completed and edited Special Population Census Sheet:

1. Block Summary Sheet;
2. Census Tract/Block Numbering Area Summary Sheet; and,
3. Special Population Census Summary Sheet.

Instructions on the use of each form are presented in Sections Two through Four. A complete set of examples can be found in Section Five. This manual contains the most current revision of the summary sheets. You may receive prior revisions to use. There are no significant differences in completing the summary sheets. Please refer to examples for clarification of the instructions.

***For ease of reference, the term “enumeration area”, as used in this manual, refers to all types of census organization including census tracts, block groups, and block numbering areas.***

Instructions for completing the Special Population Census Sheet are in the Enumerator's Manual and will not be repeated here. Completed census sheets used in completing the sample summary sheets are included in Section Five.

For censuses conducted for April 1 populations, the Population Census Certification (Form C) is also used in the census process. Instructions for completion are included as part of the multi-page form.

Definitions for terms and procedures are provided in the Administrator and Enumerator training manuals and are not repeated here.

If you have questions of any kind, please feel free to call for help. The telephone number for the Office of Financial Management, Forecasting Division, is (360) 902-0599.

## BLOCK SUMMARY SHEET

### Tabulation of Population

### By Structure Type

Year:

City/Town:

E.D./BNA: \_\_\_\_\_ Block: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_

[illegible][illegible][illegible]

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## SECTION 2 BLOCK SUMMARY SHEET

The Block Summary Sheet is designed to extract population and housing data by structure type directly from the Special Population Census Sheets. A Block Summary Sheet must be completed for each block in every enumeration district in the census area. Shaded areas do not get entries (group quarters are not housing units and special units are not counted if vacant).

Each Block Summary Sheet contains information for one block only even if the block contains few housing units<sup>1</sup>. Each sheet has room to record population and housing data for 50 housing units/group quarters facilities.

**Form Layout:** Individual Unit/Group Quarters Facility: The form has 25 lines to record data for 50 housing units or group quarters facilities. Each line has two separate and distinct sections in which to record data (hence the 25 lines for 50 entries).

Page Totals: At the bottom of the form is a section for recording page totals for population, housing units, and vacant housing units by structure type. Notice that the column headings for the totals section are at the top of the page, above the lines where housing unit data are entered. The structure type labels are also repeated at the bottom of the columns.

Block Totals: Below the page totals is a section for recording block totals if more than one page is needed for recording housing unit data (i.e., more than 50 housing units/group quarters facilities in the block).

**Basic Entries:** Block Identification: Enter the identification information (city/town, county, enumeration district, block, and census year) in the upper right corner. This information should be transferred directly from the census sheets.

Housing Unit Sequence Number (HU Seq. No.): Enter the housing unit sequence number for each housing unit in the identified block in the HU Seq. No. column, one housing unit per line. Each block begins with the housing unit number "1". Continue to another page if there are more than 50 housing units. (Exception: See Group Quarters)

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<sup>1</sup> Only under one set of circumstances can data for more than one block be entered on one Block Summary Form. All three of the following conditions must apply:

1. The blocks lack both population and housing units;
2. The blocks are in the same block group/tract/enumeration district; and,
3. The blocks are numbered consecutively

Population and Housing Unit by Type: On the same line as the Housing Unit Sequence Number, enter the total number of persons living in the housing unit in the column that identifies the type of structure:

	Structure Type		Structure Type
1:	1-Unit Structure	5+:	5 or more Units in a Structure
2:	2-Unit Structure	MH/T:	Mobile Home/Trailer
3:	3-Unit Structure	Spec:	Special Housing Unit
4:	4-Unit Structure	GQ:	Group Quarters

Make only one population entry per housing unit sequence number. Remember that each unit in a multi-unit structure receives a separate housing unit sequence number. Also, do not try to distinguish between mobile homes and house trailers. Both types are summarized in one number. Remember, travel trailers used as permanent residence are categorized as a special housing unit. A travel trailer used solely as an additional bedroom is not considered a separate housing unit.

Callback: If the name(s) of the resident(s) is (are) not on the original sheet (a CALLBACK), go to the CALLBACK SHEET that should be located behind the original census sheet to obtain the number of persons in the household. Enter the number of persons in the appropriate HU Sequence Number column. The H.U. sequence number is on the original census sheet. Do not depend on the callback sheet for HU Sequence Number or type of housing unit.

Vacant Units: If a housing unit is vacant, enter a "V" in the column where you would be putting the number of residents. Do not enter a zero. Do not spell the word "vacant".

Special Housing: Enter the number of persons resident in living quarters not usually considered a housing unit. This type of housing unit should have a sequence number. Like group quarters below, specify the type of housing unit on the same line (e.g., travel trailer, boat, tent, boxcar, etc.).

Group Quarters: Enter the total number of persons in each group quarters facility on a separate line in the GQ column. Do not assign a housing unit sequence number. The group quarters entry can be entered on the Block Summary Sheet where it was encountered in the enumeration process or as the last entry for the block. Indicate the type of facility on the same line as the entry. Suggested abbreviations are:

NURS – Nursing and Retirement Homes  
DORM – College Dormitories  
INST – Mental and Penal Institutions  
MIL – Military Installations  
OTH – Other

It is often handy to enter the facility name in the margin for later reference.



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No Housing Units, No Population: If the block lacks both housing and population, just print “No Population, No Housing Units” on the Block Summary Sheet on a slant over the housing unit entry lines. In the page totals section, put zeroes in the single housing unit column only. The block can contain only population but no housing units (group quarters facilities) or housing units but no population (all units vacant).

The information can be entered on the sheet for all housing units at the same time after all callbacks have been cleared or singly as information becomes available. The data cannot be entered by the enumerator while in the field. Once the information on the number of persons in each housing unit and any group quarters facility have been entered on the Block Summary Sheet, tabulation of population and housing information by type of structure may begin.

**Tabulation:** Population Total: Sum the number of persons by structure type/group quarters and enter in the appropriate column in the page totals section at the bottom of the page. Remember, if there are more than 25 housing units/group quarters facilities, you will have to add the number from both sections! Be careful not to mix housing unit types.

The sum of the numerical values at the bottom of each column represents the total number of persons living in each type of housing structure. The example shows that in ED 11, Block 1, there are 18 persons in 1-unit structures, 10 persons in 2-unit structures, etc.

Housing Unit Total: Count the number of entries by unit type and enter the number in the appropriate column. Include in your total the “Vs” that indicate vacant units as well as the units containing population. This is a count of the total number of housing units in the block regardless of occupancy. The example shows that in ED 11, Block 1, there are eight 1-unit structures, four 2-unit structures, six 5+-unit structures, etc.

Vacancy Total: Count the number of “Vs” by unit type and enter the number in the appropriate column.

Block Total: If the block contains more than 50 housing units, you will have more than one page total for a single block. To get one set of totals for the entire block, add all page totals by unit type and enter it only in the Block Total section on the first summary page. Be sure not to add data from different structure types together.

Double Checking: Be sure to balance your totals. Census sheets should have totals for population, housing, and vacancies in the lower right hand corner. These totals can easily be used in comparison with the Block Summary Sheet totals. Be careful: callback sheets should have only population numbers at the bottom (the housing unit count is taken on the original listing sheet) and the totals on the census sheets may be tabulated incorrectly.

## Year or Ordinance #:

[illegible]

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## SECTION 3

### BLOCK NUMBERING AREA /CENSUS TRACT SUMMARY SHEET

The Block Numbering Area/Census Tract Summary Sheet is designed to summarize population and housing information from the Block Summary Sheet. Current terminology and definitions for federal census areas use the terms Block Group, Census Tract, and Block Numbering Area (BNA). There is no difference in using this form if you organize your census according to federal census blocking. Just put the appropriate block numbering, census tract, or BNA identification number in place of the E.D. number. Future revisions of this form will contain appropriate changes.

The Block Numbering Area/Census Tract Summary Sheet serves a dual purpose:

- I. Data from the Block Summary forms are summarized to the block numbering/census tract/enumeration area level; and,
- II. Data from the Block Numbering Area/Census Tract Summaries are summarized to the city total (i.e., if there are two or more districts in your city/town).

Data from the Block Summary Sheets can be recorded on the Block Numbering Area/Census Tract Summary Sheet as each block is completed or all at once when all blocks in the enumeration district are completed. Whichever method used, please be consistent in order to minimize problems.

The numbers entered on the Block Numbering Area/Census Tract Summary Sheet are obtained from the Page Total/Block Total section of the appropriate Block Summary Sheet. Please enter data from each enumeration district on a separate sheet.

**Form Layout:** The Block Numbering Area/Census Tract Summary Sheet has four main sections:

1. BNA/Tract and Block Number identifiers;
2. Population by Unit Type;
3. Housing Units by Type; and,
4. Vacant Units by Type.

If the district contains enough blocks, more than one form may be needed. Reserve the bottom line for page totals. If more than one page is needed, transfer page totals to a blank form and add to the city totals.

#### **I. Block Summary Data Entry**

**Basic Entries:** Identification: Write the city name and year of census on the upper right top of the form. Room is also provided to indicate number of pages of summary sheets for this enumeration district.

BNA/Tract Number: Enter the BNA/Tract number in the first column. You need to enter the number only once per sheet rather than on every line with an entry.

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Block Number: Enter the block number from the Block Summary Sheet. One entry is needed for each block. Only one line is used per block.

Population by Unit Type: Enter the total population by structure type (including group quarters) from the Block Summary Sheets in the appropriate column. Add the population in all housing units and group quarters and enter a block total in the total column in this section.

Housing Unit by Type: Enter the total number of housing units by structure type from the Block Summary Sheets in the appropriate column. Number of group quarters facilities by type is not asked for on this form. To avoid going back to either the census sheets or block summary sheets, you can note the information on the bottom of the page or on the reverse blank side. Add the number of housing units and enter a block total in the total column in this section. This total is not to include the number of group quarters facilities.

Vacant Units by Type: Enter the total number of vacant housing units by structure type from the Block Summary Sheets in the appropriate column. Notice that a column is not included for special housing units. A special housing unit that is vacant is not possible, since, by definition, it is not a housing unit and, therefore, not to be counted. Add the number of vacant housing units and enter a block total in the total column in this section.

Leave blank the columns not applicable to a specific block. If the structure type exists on that block, but the appropriate number of vacant housing units is zero, enter "0" in the column. See completed examples.

Page Totals: On the last line of the page, enter the column totals for the current page. If more than one page is needed for the enumeration district, the last page should have the totals from all pages entered on it. Sum all totals to an enumeration district total. Be sure to identify all line entries.

No Population and No Housing Units: If a block lacks both housing units and population, enter the block number and a zero in each of the total columns. It is not necessary to enter zeroes in every column on the line.

## **II. Summing the Individual Block Numbering Area/Census Tract Summary Sheet Data**

Once the information for all blocks is entered on the Block Numbering Area/Census Tract sheets, the entries from individual sheets may be summarized on a single separate sheet.

**Basic Entries:** Identification: Be sure to enter city/town name and year of census.

**Tabulation:** City Totals: Write "City Totals" either in the blank area below form title or in first lines of the form. Transfer totals from the other Block Numbering Area/Census Tract Summary Sheets and obtain a city total.

Double Checking: Be sure to balance your totals both vertically and horizontally. Again, compare grand totals for total population, housing, and vacancies with totals derived from the census sheets. (Be careful! Only population numbers should be obtained from callback sheets.)



## SPECIAL POPULATION CENSUS SUMMARY SHEET

Year: \_\_\_\_\_

Total Population: \_\_\_\_\_  
(Lines 8 + 14)

City/Town: \_\_\_\_\_

Units Per Structure	(1) Total Housing Units	(2) Vacant Housing Units	(3) Occupied Housing (1)-(2)	(4) Population	(5) Pop Per Occ. HU (4)/(3)	(6) Percent Occupied (3)/(1)	(7) Percent Vacant (2)/(1)
1. 1-Unit Structures							
2. 2-Unit Structures							
3. 3-Unit Structures							
4. 4-Unit Structures							
5. 5 or More Units							
6. Mobile Homes							
7. Special**							
8. Totals							

\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, etc.). Only counted when occupied by person(s) meeting "resident" criteria. Specify type of housing in comments section below.

Group Quarters	Number of Facilities	Population
9. Nursing/Convalescent Homes		
10. College Dormitories		
11. Mental/Correctional Institutions		
12. Military Installations (e.g. barracks, BEQ)		
13. Other (Specify):		
14. Total Group Quarters		

Comments:	
<b>Census Administrator or Contact Person:</b>	
Name:	Signed: _____
Telephone #:	(Mayor) (Date)
Days/Hours of Operation:	Attest: _____
	(City/Town Clerk or Census Administrator) (Date)

Office of Financial Management

State of Washington

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## SECTION 4

### SPECIAL POPULATION CENSUS SUMMARY SHEET

The Special Population Census Summary Sheet is the final summary of population and housing and is submitted to the State for certification of the census results. This form is the last to be prepared. Every callback should be either resolved or classified as vacant; every Block Summary Sheet and ED Summary Sheet should be completed and balanced. Shaded areas represent calculations not defined.

**Form Layout:** Identification and Total: At the top of the form are places for the city/town name and total population. Please put the census year above your city/town name. If the census is for an annexation, put the ordinance number above your city/town name.

Top Section: Lines 1 through 8 are for recording data for 1-unit through 5+-unit structures, mobile homes, and specials.

Middle Section: Lines 9 through 14 are for recording data for group quarters. The data need to be categorized by type of group quarters. This is why the type of group quarters should be included on the Block Summary and Enumeration District sheets.

Bottom Section: This area contains room for comments, signatures of the mayor and city/town clerk or census administrator, and office location and hours of operation.

**Basic Entries:** Population: Enter in column 4 of the top section the population data by structure type from the final ED Summary Sheet. Each type of housing unit structure has a separate line. Exception: See Group Quarters.

Total Housing Units: Enter in column 1 of the top section the number of housing units by structure type from the final ED Summary Sheet. Each type of housing unit structure has a separate line.

Vacant Housing Units: Enter in column 2 of the top section the vacant housing unit data from the final ED Summary Sheet. Each type of housing unit structure has a separate line. Exception: See Special Housing Units.

Special Housing Units: Enter in column 4 the population residing in special housing units. Enter in column 1 the total number of occupied special housing units. By definition, there are no vacant special housing units. See either the Census Administrator's Training Manual or the Enumerator's Training Manual for further definitional information.

Group Quarters: Enter in the first column of the middle section the number of facilities by type of facility. Enter in the second column the population by type. This information can be derived by referring back to your notes on the Block Summary Sheets, Enumeration District Sheets, or directly from your census sheets. Be sure the final tabulations by type of facility are consistent with the total group quarters population shown on the ED Summary Sheet containing the city totals.

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No further computation will be done with these data (i.e., average population per unit, occupied units, occupant and vacancy rates).

**Tabulation:** Occupied Housing Units: Compute the number of occupied housing units by structure type by subtracting the number of vacant units in column 2 from the total number of housing units in column 1. Enter the results in column 3. For Special Housing Units, the total number of housing units equals the number of occupied units by definition.

Average Population per Occupied Housing Unit: Compute the average number of people in occupied housing units by structure type. Divide the population in column 4 by the number of occupied units in column 3 and enter the result in column 5. Please calculate the average number to four or five decimal places. If the number does not extend to four or five decimal places (i.e., 2.5 exactly and not 2.54321), it is not necessary to enter trailing zeroes.

Occupancy Rate: Compute the occupancy rate by dividing the number of occupied units from column 3 by the number of total units in column 1. Enter the rate in column 6. Please compute the rate to four or five decimal places. If the number does not extend to four or five decimal places (i.e., 0.9 exactly and not 0.94765), it is not necessary to enter trailing zeroes.

Vacancy Rate: Compute the vacancy rate by dividing the number of vacant units from column 2 by the number of total units in column 1. Enter the rate in column 7. Please compute the rate to four or five decimal places. If the number does not extend to four or five decimal places (i.e., 0.05 exactly and not 0.05235), it is not necessary to enter trailing zeroes.

Note that the occupancy and vacancy rates by structure type should add to 1.

General Comments: Do computations line by line. It is not necessary to type this summary form if the entries are neat and legible.

**Comments/**

**Signature:** Comments: If any special housing units and population are listed on line 7, note what kind they are in this section (i.e., boats, tents, boxcars, etc.)

Signatures: The form should be signed and dated by both the city/town mayor and the person responsible for conducting the census

Office Location/Hours: Enter the location and Office hours of city/town hall. OFM personnel must be able to contact someone if problems are discovered during the office auditing procedures. If someone other than city personnel are to be responsible for clearing up problems, please note that person's name and telephone number in the area of the form or on the reverse side.



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## **SECTION 5 FORM EXAMPLES**

This section contains the completed Special Population Census Sheets that are used to prepare the sample summary sheets along with the full set of completed summary forms.



# SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>1</u> Page No.: <u>1</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/ Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)	Line No.
106TH AVE SE	1001		1	1	MH/TR	Spec.	Smith, John B.	1
					MH/TR	Spec.	—, Jane A.	2
					MH/TR	Spec.	—, Robert C.	3
					MH/TR	Spec.	—, Diane	4
	1003		2	2	MH/TR	Spec.	Wright, Harold	5
					MH/TR	Spec.	—, Mary A.	6
					MH/TR	Spec.	Adams, Charlotte	7
	1005		3	2	MH/TR	Spec.	Doby, Don O.	8
					MH/TR	Spec.	—, Lisa	9
					MH/TR	Spec.	—, Infant	10
SE 124TH ST	white shingle		4	1	MH/TR	Spec.	V	11
	1007		5		MH/TR	Spec.	Alder, Richard	12
	3442	1	6	5+	MH/TR	Spec.	Jackson, Mary J.	13
		2	7	5+	MH/TR	Spec.	Boysen, Hal M.	14
					MH/TR	Spec.	—, Violet T.	15
		3	8	5+	MH/TR	Spec.	V	16
		4	9	5+	MH/TR	Spec.	Anderson, Terrance	17
					MH/TR	Spec.	—, Josephine	18
					MH/TR	Spec.	—, Robert T.	19
					MH/TR	Spec.	—, Alan O.	20
		5	10	5+	MH/TR	Spec.	Maynard, Todd M.	21
					MH/TR	Spec.	—, Carol N.	22
					MH/TR	Spec.	—, Mark T.	22
					MH/TR	Spec.	—, Dale P.	23
		6	11	5+	MH/TR	Spec.	Jones, Albert	25

By using this form, city/town agrees to keep all data collected confidential

\*Each housing unit in structures having only one house address, but more than one, unit should be separately identified by the letter or number appearing on the mail box and/or

\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, recreational vehicles, etc.). Only counted when occupied by person meeting "resident" criteria. Specify type of housing.

## Page Totals

Total Persons:	<u>23</u>
Total Housing Units:	<u>11</u>
Vacant Housing Units:	<u>2</u>
Occupied Housing Units:	<u>9</u>



# SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>1</u> Page No.: <u>2</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)	Line No.
SE 124TH ST	(cont.)				MH/TR	Spec.	Jones, Pamela	1
					MH/TR	Spec.	—, Sandra	2
	3444	A	12	2	MH/TR	Spec.	Markey, John D.	3
					MH/TR	Spec.	—, Jean	4
					MH/TR	Spec.	—, Lois P.	5
		B	13	2	MH/TR	Spec.	Bradley, Herman	6
	3446		14	1	MH/TR	Spec.	—	7
	3448		15	1	MH/TR	Spec.	Tinker, Marvin	8
					MH/TR	Spec.	—, Diane	9
	3450		16		MH/TR	Spec.	Brecze, Alan T.	10
					MH/TR	Spec.	—, Marion	11
	3452		17	1	MH/TR	Spec.	— V	12
	3454		18	1	MH/TR	Spec.	Mason, Glenn	13
					MH/TR	Spec.	—, Arlene T.	14
					MH/TR	Spec.	—, Robb	15
	<del>4019</del>				MH/TR	Spec.	—, Kari away at school	16
				MH/TR	Spec.	—, Clint	17	
108TH AVE SE	6018		19	1	MH/TR	Spec.	Walker, Jessie L.	18
					MH/TR	Spec.	—, Trudy	19
					MH/TR	Spec.	—, Hiram T.	20
	6020		20	1	MH/TR	Spec.	Recchia, Leonard	21
					MH/TR	Spec.	—, Ann O.	22
					MH/TR	Spec.		22
					MH/TR	Spec.		23
					MH/TR	Spec.		25

By using this form, city/town agrees to keep all data collected confidential

\*Each housing unit in structures having only one house address, but more than one, unit should be separately identified by the letter or number appearing on the mail box and/or

\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, recreational vehicles, etc.). Only counted when occupied by person meeting "resident" criteria. Specify type of housing.

**Page Totals**

Total Persons:	<u>19</u>
Total Housing Units:	<u>9</u>
Vacant Housing Units:	<u>1</u>
Occupied Housing Units:	<u>8</u>



# CALLBACK SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>1</u> Page No.: <u>2</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/ Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was In This Household (Enter Last Name First)	Line No.
SE 124TH St	3446		14	1	MH/TR	Spec.	Gross, Marvin	1
					MH/TR	Spec.	—, Janet P.	2
					MH/TR	Spec.	—, Bruce A.	3
					MH/TR	Spec.		4
					MH/TR	Spec.		5
					MH/TR	Spec.		6
					MH/TR	Spec.		7
					MH/TR	Spec.		8
					MH/TR	Spec.		9
					MH/TR	Spec.		10
					MH/TR	Spec.		11
					MH/TR	Spec.		12
					MH/TR	Spec.		13
					MH/TR	Spec.		14
					MH/TR	Spec.		15
					MH/TR	Spec.		16
					MH/TR	Spec.		17
					MH/TR	Spec.		18
					MH/TR	Spec.		19
					MH/TR	Spec.		20
					MH/TR	Spec.		21
					MH/TR	Spec.		22
					MH/TR	Spec.		22
					MH/TR	Spec.		23
					MH/TR	Spec.		25

By using this form, city/town agrees to keep all data collected confidential

\*Each housing unit in structures having only one house address, but more than one, unit should be separately identified by the letter or number appearing on the mail box and/or

\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, recreational vehicles, etc.). Only counted when occupied by person meeting "resident" criteria. Specify type of housing.

Page Totals	
Total Persons:	<u>3</u>
Total Housing Units:	/
Vacant Housing Units:	/
Occupied Housing Units:	/





# CAULBACK SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>1</u> Page No.: <u>2</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)	Line No.
SE 124TH ST	3452		17	1	MH/TR	Spec.	V (from neighbor)	1
					MH/TR	Spec.		2
					MH/TR	Spec.		3
					MH/TR	Spec.		4
					MH/TR	Spec.		5
					MH/TR	Spec.		6
					MH/TR	Spec.		7
					MH/TR	Spec.		8
					MH/TR	Spec.		9
					MH/TR	Spec.		10
					MH/TR	Spec.		11
					MH/TR	Spec.		12
					MH/TR	Spec.		13
					MH/TR	Spec.		14
					MH/TR	Spec.		15
					MH/TR	Spec.		16
					MH/TR	Spec.		17
					MH/TR	Spec.		18
					MH/TR	Spec.		19
					MH/TR	Spec.		20
					MH/TR	Spec.		21
					MH/TR	Spec.		22
					MH/TR	Spec.		23
					MH/TR	Spec.		25

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\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, recreational vehicles, etc.). Only counted when occupied by person meeting "resident" criteria. Specify type of housing.

Page Totals	
Total Persons:	<u>0</u>
Total Housing Units:	<u>/</u>
Vacant Housing Units:	<u>/</u>
Occupied Housing Units:	<u>/</u>



# SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>2</u> Page No.: <u>1</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was in This Household (Enter Last Name First)	Line No.
SE 122 <sup>ND</sup> ST	4408	A	1	3	MH/TR	Spec.	Aaron, James	1
					MH/TR	Spec.	—, Joyce	2
		B	2	3	MH/TR	Spec.	Williams, Kim T.	3
		C	3	3	MH/TR	Spec.	Carbon, Janice T.	4
	4410		4	1	MH/TR	Spec.	Snyder, Glenn N.	5
					MH/TR	Spec.	—, Meg	6
					MH/TR	Spec.	—, Rodney J.	7
					MH/TR	Spec.	—, Robert N.	8
					MH/TR	Spec.	—, Dale	9
	4412		5	1	MH/TR	Spec.	Olsen, Jason	10
					MH/TR	Spec.	—, Olive J.	11
	4414	C	6	4	MH/TR	Spec.	Smith, Orville	12
					MH/TR	Spec.	—, Deidre	13
		D	7	4	MH/TR	Spec.	Carlson, Evans F.	14
					MH/TR	Spec.	—, Eleanor	15
		B	8	4	MH/TR	Spec.	V	16
		A	9	4	MH/TR	Spec.	Randson, Michael T.	17
					MH/TR	Spec.	—, Cynthia O.	18
					MH/TR	Spec.	—, Martha	19
108 <sup>TH</sup> AVE SE	2224		10	1	MH/TR	Spec.	Robinson, Fred T.	20
					MH/TR	Spec.	—, John O.	21
	2226		11	1	MH/TR	Spec.	Rogers, Howard	22
					MH/TR	Spec.	—, Ann	23
					MH/TR	Spec.	—, Alan	24
					MH/TR	Spec.	—, Arlene	25

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**Page Totals**

Total Persons: 24

Total Housing Units: 11

Vacant Housing Units: 1

Occupied Housing Units: 10



# GROUP QUARTERS SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> <span style="margin-left: 50px;"><u>Mountain View</u></span> <span style="margin-left: 150px;"><u>Nursing Home</u></span> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>11</u> Block No.: <u>2</u> Page No.: <u>2</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/ Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was In This Household (Enter Last Name First)	Line No.
108 <sup>TH</sup> Ave SE	2270				MH/TR	Spec.	Januson, John L.	1
					MH/TR	Spec.	Black, Ethel O.	2
					MH/TR	Spec.	Holm, E.G.	3
					MH/TR	Spec.	Roberts, Robert	4
					MH/TR	Spec.	Madsen, Hubert	5
					MH/TR	Spec.	Kegg, Glenn	6
					MH/TR	Spec.	Oberson, Donald	7
					MH/TR	Spec.	Lykes, Christa M.	8
					MH/TR	Spec.	Branch, Margaret	9
					MH/TR	Spec.	Mapes, Albert N.	10
					MH/TR	Spec.	Moses, J.J.	11
					MH/TR	Spec.	Mitchell, Arlene T.	12
					MH/TR	Spec.	Foutt, Will	13
					MH/TR	Spec.	Paredes, Agatha	14
					MH/TR	Spec.	Rascall, Ronald	15
					MH/TR	Spec.	Williamson, Donald N.	16
					MH/TR	Spec.	Opal, Mary T.	17
					MH/TR	Spec.		18
					MH/TR	Spec.		19
					MH/TR	Spec.		20
					MH/TR	Spec.		21
					MH/TR	Spec.		22
					MH/TR	Spec.		22
					MH/TR	Spec.		23
					MH/TR	Spec.		25

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\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, recreational vehicles, etc.). Only counted when occupied by person meeting "resident" criteria. Specify type of housing.

Page Totals	
Total Persons:	<u>17</u>
Total Housing Units:	<u>          </u>
Vacant Housing Units:	<u>          </u>
Occupied Housing Units:	<u>          </u>



# SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>12</u> Block No.: <u>1</u> Page No.: <u>1</u> Enumerator: <u>LM</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/ Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was In This Household (Enter Last Name First)	Line No.
SE 124th St	4490	1	1	5+	MH/TR	Spec.	Jackson, Bob O.	1
					MH/TR	Spec.	_____, Betty T.	2
		2	2	5+	MH/TR	Spec.	Oberlander, Richard	3
		3	3	5+	MH/TR	Spec.	Ghetti, Paul W.	4
		4	4	5+	MH/TR	Spec.	melerman, Patrick T.	5
					MH/TR	Spec.	_____, Pamela	6
		5	5	5+	MH/TR	Spec.	Seals, Arthur	7
		6	6	5+	MH/TR	Spec.	V	8
		7	7	5+	MH/TR	Spec.	Short, Luke M.	9
		8	8	5+	MH/TR	Spec.	Smith, Mark T.	10
SE 106th Ave	4492		9	1	MH/TR	Spec.	Marchetti, Joseph L.	11
					MH/TR	Spec.	_____, Mary O.	12
					MH/TR	Spec.	_____, Angela M.	13
					MH/TR	Spec.	_____, Matthew L.	14
	2497		10	1	MH/TR	Spec.	Parks, Lawrence	15
106th Ave SE					MH/TR	Spec.	_____, Lisa P.	16
					MH/TR	Spec.	_____, Lois O.	17
					MH/TR	Spec.	_____, Lorraine L.	18
	2493		11	2	MH/TR	Spec.	Tipton, Harold O.	19
					MH/TR	Spec.	_____, Georgia M.	20
			12	2	MH/TR	Spec.	Topper, Hugh A	21
	2481		13		MH/TR	Spec.	Brahn, Peter M.	22
	2477		14		MH/TR	Spec.	Olsen, Margaret	22
				MH/TR	Spec.		23	
				MH/TR	Spec.		25	

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Page Totals	
Total Persons:	<u>22</u>
Total Housing Units:	<u>14</u>
Vacant Housing Units:	<u>1</u>
Occupied Housing Units:	<u>13</u>





# SPECIAL POPULATION CENSUS SHEET

Year or Ordinance: <u>2000</u> City/Town: <u>Stonesville</u>	Enum. Area/Tract No.: <u>12</u> Block No.: <u>2</u> Page No.: <u>1</u> Enumerator: <u>Lm</u>
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				One Entry Only				
1	2	3	4	5	6	7	8	9
Street or Road	House Address	Apt. No. *	Housing Unit Seq. No.	No. of Units in Structure	Mobile Home/Trailer	Special**	Name of Each Person Whose Usual Place of Residence on the Date of Enumeration Was In This Household (Enter Last Name First)	Line No.
SE Cherry	4310		1	1	MH/TR	Spec.	Riches, Peter T.	1
					MH/TR	Spec.	—, Lola M.	2
					MH/TR	Spec.	—, James O.	3
	4326		2	1	MH/TR	Spec.	White, Jack M.	4
					MH/TR	Spec.	—, Lorraine	5
					MH/TR	Spec.	—, Judson T.	6
105th SE	2375		3	1	MH/TR	Spec.	Rohr, P.Q.	7
					MH/TR	Spec.	—, Diane	8
					MH/TR	Spec.	—, Ernie P.	9
					MH/TR	Spec.	—, Erin G.	10
SE Maple	2351		4		MH/TR	Spec.	Oakes, Maybell A.	11
	4365		5	1	MH/TR	Spec.	Hunt, John Q.	12
					MH/TR	Spec.	—, Violet	13
					MH/TR	Spec.	—, May	14
	4327		6	1	MH/TR	Spec.	Ackerman, N.R.	15
					MH/TR	Spec.	—, Lois	16
104th Ave SE					MH/TR	Spec.	—, James L.	17
	2318	1	7	Boat	MH/TR	Spec.	Lares, Larry M.	18
		2	8	Boat	MH/TR	Spec.	Mason, John	19
					MH/TR	Spec.	—, Shirley	20
		3	9	Boat	MH/TR	Spec.	Carson, Rhoda S.	21
					MH/TR	Spec.		22
					MH/TR	Spec.		22
					MH/TR	Spec.		23
					MH/TR	Spec.		25

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Page Totals	
Total Persons:	<u>21</u>
Total Housing Units:	<u>9</u>
Vacant Housing Units:	<u>0</u>
Occupied Housing Units:	<u>9</u>



## BLOCK SUMMARY SHEET

### Tabulation of Population

### By Structure Type

Year: 2000

City/Town: Stonesville

E.D./BNA: 11 Block: 1 Page 1 of 1

[illegible][illegible][illegible]

Office of Financial Management

State of Washington

Revised February 1994







### Tabulation of Population By Structure Type

E.D./BNA: 12 Block: 1 Page 1 of 1

[illegible]Revised February 1994









## Year or Ordinance #: 2000

city: Stonesville

[illegible]



# BLOCK NUMBERING AREA/CENSUS TRACT SUMMARY SHEET

City: Stonesville Year or Ordinance #: 2000

BNA/ Tract	Block	Population By Unit Type										Housing Unit By Type										Vacant Unit By Type									
		Units in Structure					MH/T	SP	GQ	Total	Units in Structure					MH/T	SP	Total	Units in Structure					MH/T	Total						
		1	2	3	4	5+					1	2	3	4	5+				1	2	3	4	5+								
12	1	8	3			9	2			22	2	2			8	2		14	0	0			1	0	1						
	2	16					1	4		21	5					1	3	9	0				0	0							
	TOTAL	24	3			9	3	4		43	7	2			8	3	3	23	0	0			1	1							

Totals	55	13	4	7	23	6	4	17	129	19	6	3	4	14	5	3	54	2	0	0	1	2	0	5
City																								



## SPECIAL POPULATION CENSUS SUMMARY SHEET

Year: 2000

Total Population: 129 City/Town: Stonesville  
(Lines 8 + 14)

Units Per Structure	(1) Total Housing Units	(2) Vacant Housing Units	(3) Occupied Housing (1)-(2)	(4) Population	(5) Pop Per Occ. HU (4)/(3)	(6) Percent Occupied (3)/(1)	(7) Percent Vacant (2)/(1)
1. 1-Unit Structures	19	2	17	55	3.2353	.8947	.1053
2. 2-Unit Structures	6	0	6	13	2.1667	1.0	—
3. 3-Unit Structures	3	0	3	4	1.3333	1.0	—
4. 4-Unit Structures	4	1	3	7	2.3333	.75	.25
5. 5 or More Units	14	2	12	23	1.9167	.8571	.1429
6. Mobile Homes	5	0	5	6	1.2	1.0	—
7. Special**	3		3	4	1.3333	1.0	
8. Totals	54	5	49	112	2.2857	.9074	.0926

\*\*Special Housing: Unusual living quarters not generally considered a housing unit (e.g., boats, boxcars, tents, etc.). Only counted when occupied by person(s) meeting "resident" criteria. Specify type of housing in comments section below.

Group Quarters	Number of Facilities	Population
9. Nursing/Convalescent Homes	1	17
10. College Dormitories		
11. Mental/Correctional Institutions		
12. Military Installations (e.g. barracks, BEQ)		
13. Other (Specify):		
14. Total Group Quarters	1	17

Comments:	
<b>Census Administrator or Contact Person:</b> Name: <u>Rochelle Quartz</u> Telephone #: <u>(360) 555-1234</u> Days/Hours of Operation: <u>8-5, M-F</u>	
Signed: <u>Peter R. Petra</u> <small>(Mayor)</small>	<u>4-10-00</u> <small>(Date)</small>
Attest: <u>Rochelle Quartz</u> <small>(City/Town Clerk or Census Administrator)</small>	<u>4-10-00</u> <small>(Date)</small>

Office of Financial Management

State of Washington

Revised 2/94





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## SECTION 6 DEFINITIONS

**Callback:** Callbacks are return visits to a house when no one is home during the initial canvass.

**Group Quarters:** Persons in group Quarters are persons living in nursing homes, mental and correctional institutions, dormitories, military barracks, military vessels, jails (if sentenced for six months or more with no usual residence), or other types of group living situations.

**Household:** A household is an occupied housing unit.

**Housing Unit:** One or more rooms intended for permanent occupancy as separate living quarters. Occupants must live separately from everyone else in the building and have direct access from the outside or through a common hall.

**Mobile Home/Trailer:** The mobile home/trailer category represents moveable housing units intended for permanent occupancy that are on private lots or in mobile home and trailer parks.

**Occupied Housing Unit:** A housing unit is occupied if a household of one or more resident persons usually live or sleep there.

**Resident:** Residency is generally determined on the basis of where persons usually sleep on a weekly basis, or for the majority of the year if persons divide their time between two or more residences.

**Special Housing Units:** Special housing units are recreational type housing such as travel trailers, RVs, boats and other unusual places not intended to be used for permanent living – only counted when occupied by persons with no other usual home.

**Vacant Housing Unit:** A housing unit is vacant if it is either without occupants or temporarily occupied by persons whose usual place of residence is elsewhere.

